



First Aid Policy

NXT GEN Engagement

1. Policy Statement

NXT GEN Engagement is committed to ensuring the health, safety, and welfare of all learners, staff, visitors, and volunteers. We recognise our responsibility to provide appropriate first aid provision and to respond effectively to accidents, injuries, and medical emergencies.

This policy outlines the arrangements for first aid provision within NXT GEN Engagement.

2. Aims of the Policy

This policy aims to:

- Provide clear procedures for administering first aid
- Ensure appropriate numbers of trained first aiders are available
- Ensure first aid equipment is accessible and well maintained
- Promote the safety and wellbeing of learners and staff
- Comply with relevant health and safety legislation

3. Legal Framework

This policy is informed by the following legislation and guidance:

- Health and Safety (First-Aid) Regulations 1981
- Health and Safety at Work etc. Act 1974
- Ofsted Safeguarding and Welfare Requirements
- Department for Education guidance on first aid in education settings

4. Scope

This policy applies to:

- All staff and volunteers
- All learners attending NXT GEN Engagement
- Visitors and contractors on site
- Off-site activities, educational visits, and alternative placements

5. Responsibilities

5.1 NXT GEN Engagement Leadership

NXT GEN Engagement will:

- Ensure an appropriate first aid risk assessment is carried out
- Ensure sufficient trained first aiders are available at all times
- Ensure staff are aware of first aid arrangements
- Ensure first aid kits are stocked, accessible, and checked regularly
- Ensure accident records are maintained

5.2 First Aiders

Designated First Aiders will:

- Provide first aid in line with their training
- Act within the limits of their competence
- Record all first aid treatment administered
- Maintain confidentiality
- Attend refresher training as required

5.3 All Staff

All staff must:

- Know who the first aiders are and how to contact them
- Report accidents, injuries, and near misses promptly
- Support learners appropriately during medical incidents
- Follow safeguarding procedures where concerns arise

6. First Aid Provision

6.1 Trained First Aiders

NXT GEN Engagement will ensure:

- At least one qualified First Aider is present during all operational hours
- First aid training is appropriate to the setting and learner needs
- Paediatric First Aid training is provided where required

A list of trained First Aiders will be displayed clearly within the provision.

6.2 First Aid Equipment

- First aid kits will be available in designated locations
- Portable first aid kits will be used for off-site activities
- Kits will be checked regularly and replenished as needed
- First aid kits will not contain medication

7. Responding to Illness or Injury

7.1 Minor Injuries

- First aid will be administered by a trained First Aider
- Treatment will be recorded in the Accident Book
- Learners will be monitored following treatment

7.2 Serious Injuries or Medical Emergencies

In the event of a serious incident:

- Emergency services will be contacted immediately (999)
- A trained First Aider will remain with the injured person
- Parents/carers will be informed as soon as possible
- Safeguarding procedures will be followed where appropriate

8. Learners with Medical Conditions

- Individual Health Care Plans will be in place where required

- Relevant staff will be informed of medical needs on a need-to-know basis
- Emergency medication (e.g. inhalers, EpiPens) will be stored and administered in line with separate medical and medication policies

9. Accidents, Reporting, and Recording

- All accidents and first aid treatment must be recorded
- Serious incidents will be reported to senior leadership
- Incidents meeting RIDDOR requirements will be reported to the HSE
- Records will be stored securely in line with data protection requirements

10. Off-Site Activities and Educational Visits

- A first aid risk assessment will be carried out prior to off-site activities
- A trained First Aider will accompany learners
- A portable first aid kit will be taken
- Emergency contact details will be available

11. Infection Control

- Disposable gloves and appropriate PPE will be used
- Hands will be washed thoroughly after treatment
- Blood or bodily fluids will be cleaned and disposed of safely
- Any exposure incidents will be reported immediately

12. Review of the Policy

This policy will be reviewed annually or sooner if:

- There are changes in legislation
- There is a significant incident
- Operational arrangements change

Policy Approved by: NXT GEN Engagement

Date of Approval: January 2026

Review Date: January 2027